



City of New Richmond Job Description

Position Title: Director of Public Works	Department: Public Works
Reports To: City Administrator	FLSA Code: Exempt

Position Summary: The Director of Public Works is responsible for the Parks, Streets, Mapping, Water and Wastewater departments, including: design, plan preparation and specifications, and all City infrastructure projects.

Essential Functions: These functions will comprise approximately 75-100% of your time on an average work day, but may fluctuate as business needs change.
➤ Supervise and monitor the performance of all Water, Wastewater and Public Works employees. Plan, assign, direct and evaluate the work activities of department supervisors and staff. Assist in the recruitment, interviewing, hiring and training of department staff.
➤ Ensure department activities meet specified objectives, goals, and compliance and safety standards.
➤ Lead the design and preparation of plans and specifications related to Public Works projects, including bid documents. Oversee the activities of consulting firms when directed.
➤ Oversee and inspect all City construction projects and infrastructure upgrades ensuring compliance with standards. Maintain all plans, drawings, project, production, and maintenance records.
➤ Maintain regular contact with construction project engineers, County, State and Federal Agencies, professional and technical groups, and the general public regarding public works activities and services.
➤ Attend meetings of the Public Works Committee, Utility Commission and Common Council and provide technical advice and recommendations on matters pertaining to public works improvements.
➤ Oversee the collection, compilation and analysis of departmental metrics. Prepare and present findings to the Park Board, Utility Commission, City Council and Public Works Committee as required.
➤ Interact with the public to respond to information requests, concerns and complaints.

➤ Plan, organize and direct the management of the City's stormwater services, including administration of the City's stormwater utility program, including billing, projects, customer services, construction, and maintenance.
➤ Inspect work areas to determine type of work required and materials and equipment to be used.
➤ Prepare annual department and capital project budgets. Plan for needed supplies, materials and staffing. Monitor budget activity.

Other Responsibilities: These functions will comprise up to 25% of your time.
➤ Serve on subcommittees or in other department projects as needed.
➤ Perform other duties as assigned.

The City of New Richmond has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

Knowledge: Thorough knowledge of the principles and practices of the construction and functions of water and sewer utilities, and streets and recreational facilities. General knowledge of local government operations and finance.

Skills/Abilities: High degree of skill in interpreting financial and engineering data, and preparing reports, memos and manuals. Presentation skills to effectively provide information and respond to questions from groups of department heads, Boards and Commissions, the Common Council, and the general public. High degree of skill in planning projects, preparing design estimates and specifications. Ability to work independently and relate effectively with many varying public issues and people. Ability to communicate orally and in writing. Ability to resolve conflicts with staff, developers, and the general public

General Core Competencies: Communication, Cooperation and Teamwork, Project Management skills, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Project Management** – Manages the process and implementation of projects in a timely manner.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our clients and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

Supervisory Core Competencies: Leadership, Vision & Strategic Thinking, Supervision & Employee Development, Building Relationships, and Conflict Management.

- **Leadership** – Deliver results by maximizing organizational effectiveness and sustainability.
- **Vision and Strategic Thinking** – Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization.
- **Supervision and Employee Development** – Builds and manages a workforce based on organizational and department needs and goals.
- **Building Relationships** – Develops networks and builds alliances to achieve common goals.
- **Conflict Management** – Manages and resolves conflicts and disagreements in a constructive manner.

Position Evaluation Factors:

Supervision: Directly supervises the work of Public Works department supervisors (Operations Manager, Water Superintendent and Lead Wastewater Operator). Indirectly supervises the work of all Public Works staff.

Work Complexity/Budget Authority: The nature of work is highly complex. Incumbent is responsible for developing, implementing and monitoring annual operating and capital budgets.

Judgment/Decision Making/Problem Solving Skills: Requires a high degree of problem resolution skills, both technical and interpersonal.

Organization Contacts: City of New Richmond and Public Works staff and associated contractors, Common Council, Utility Commission, various Boards and Commissions, County, State and Federal regulatory agencies, professional and technical groups and the general public.

Education and Experience:

Bachelor's Degree in Engineering, Construction Management, Public Administration, Project Management or related field. Five-plus years of experience in the field, including supervisory. Professional Engineer certification preferred.

Physical Requirements: Field work may require lifting, carrying, pushing up to 25-50 pounds. Occasional bending, twisting, kneeling, crouching.

Working Conditions: The position requires the employee to work both indoors and outdoors where they will be subject to temperature fluctuations on a regular basis, including; high heat, humidity, cold and rain. Employee may come into contact with hazardous chemicals, fumes, odors and dust, and should follow safety standards and precautions to limit exposure and inhalation. Field supervision may require the use of approved safety wear, including steel toe boots, vest, hard hats, etc.